



Chapter 2

Daily Routine

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1. Introduction.

This document covers the daily activities for employees of Silavan UXO Survey, Clearance and Explosive Ordnance Disposal Company Limited (SLV). Everyone, whether they are support staff in the office or clearance operators in the field. It is important for all company employees to perform their duties responsibly, as sometimes it may be necessary for field teams to work beyond normal hours. It is imperative that the office staff be present at all times while the clearance unit is operating.

Office support staff may only stop work when the clearance unit has stopped work. Office support for clearance work is also specified in a separate section of this set of standard operating procedures.

2. Scope

This standard operating procedure covers the general daily routines that all employees of Silavan UXO Survey, Clearance and Explosive Ordnance Disposal Company Limited (SLV) must follow.

3. Daily Routine

Office staff working hours.

The normal working hours of Silavan UXO Survey, Clearance and Explosive Ordnance Disposal Company Limited (SLV) are from 07:00 to 16:30 with a one-hour lunch break from 12:00 to 13:00, Monday to Sunday. If there is a need to work beyond normal working hours, the company director will consider each case and will compensate for overtime by providing compensatory leave or overtime pay to employees who work beyond normal working hours on a case-by-case basis of Silavan UXO Survey, Clearance and Explosive Ordnance Disposal Company Limited (SLV). Provision of permanent staff to ensure that field staff can contact the office at all times during working hours and during the day. This also ensures that necessary assistance is provided in case of emergencies.

3. 1 Working Hours for Field Staffs

The determination of field working hours is based on ensuring efficient operations and minimizing unnecessary time lost due to travel to and from work.

The field work of the Silavan UXO Survey, Clearance and Explosive Ordnance Disposal Company Limited (SLV) is continuous 24 - 26 days, with 4 (or 6) days off.

Such practices may be subject to change if necessary. The Company President will notify employees in advance and implement the policy accordingly.

The normal working hours of field workers are no more than 10 hours per day, with actual clearance work not exceeding 8 hours and a 1-hour lunch break each day.

Exceptions to working hours are usually in cases where it would be unsafe to stop work at that time or inefficient.

If work has to be stopped and there is only a small amount of work left to do, the team needs to work beyond normal working hours.

The supervisor must ensure that the necessary support is still in place, such as communication and support from the office.

3.2 Schedule of working day

The daily work schedule is determined by the task supervisor based on the actual weather conditions each day. At a minimum, clearance operators of the Silavan UXO Survey, Clearance and Explosive Ordnance Disposal Company Limited (SLV) must take a 10-minute break every working hour.

3.3 Daily Routine

All field workers of the Silavan UXO Survey, Clearance and Explosive Ordnance Disposal Company Limited (SLV) must gather before leaving for work each day. All staffs are responsible for ensuring that they are in good health and are ready to go to work yes. Staffs who are unable to perform their duties due to illness or for any reason must notify their supervisor as soon as possible.

Company staffs who are ill and require medical treatment must attach a medical certificate to their leave request in accordance with company regulations.

3.4 Clothing

Clearance workers of the Silavan UXO Survey, Clearance and Explosive Ordnance Disposal Company Limited (SLV) will be provided with uniforms appropriate for their operations and worn while on duty.

If you wish to wear clothing other than the company uniform, you must first obtain permission from your supervisor.

3.5 Drinking alcohol

Drinking alcohol during working hours is prohibited except for official company work.

Employees who are under the influence of alcohol are not allowed to work and will be subject to disciplinary action as determined by the company.

3.6 Equipment Checking

Before starting work and after completing work each day, all employees must inspect their equipment to ensure that the equipment used for the work is still usable and that none of the equipment is broken or lost.

The supervisor is responsible for inspecting the work. If there is any broken or lost equipment, it must be reported to the person in charge of field operations. A detailed equipment inspection list is provided in the appendix A to this chapter.

3.7 Vehicle Checking

All drivers are responsible for inspecting their vehicles daily upon returning home from work in the evening and before driving out to work in the morning each day.

3.8 Annex A

Equipment Inspection Guidelines, Equipment & Tools to Check:

UXO Clearance Equipment & Tools:

1. Are there enough tools?
2. Is the equipment broken?
3. Are they in good working order?
4. Are they sharp? (Required)
5. Are the plastic tapes for marking lanes and stakes present?

Communication Equipment

1. Is it clean?
2. Is it not damaged?
3. Does the battery have power?
4. Has the radio been fully inspected?

Medical Equipment

1. Are there wound dressing bags?
2. Are there stretchers?
3. Are there ambulances?

Others Equipment

1. Are there large umbrellas?
2. Are there tables and chairs?
3. Are there drinking water?
4. Are there boards for taking notes?

Equipment List:

UXO/Mine Detectors

1. Is it clean?
2. Is the equipment complete?
3. Is it intact and usable?
4. Do the batteries have enough power?
5. Is there a spare battery?

Exploder machine

1. Batteries for Exploder machine
2. Is the electrical cable long enough?
3. Is there an ohmmeter?
4. Are there sandbags and shovels?
5. Is there electrical tape?
6. Are there enough loudspeakers?
7. Is all the equipment functional?

Explosives

1. Is there enough quantity?
2. Is there a fire extinguisher?
3. Is there a warning sign?

4. Is there a vehicle specifically for transporting explosives?